



# PRE-APPLICATION CONFERENCE REQUEST

City of Tigard Permit Center 13125 SW Hall Blvd., Tigard, OR 97223  
Phone: 503.639.4171 Fax: 503.598.1960

## GENERAL INFORMATION

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner/Deed Holder(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Address/Location(s): \_\_\_\_\_

Tax Map & Tax Lot #(s): \_\_\_\_\_

Zoning: \_\_\_\_\_

Site Size: \_\_\_\_\_

## PRE-APPLICATION CONFERENCE INFORMATION

All of the information identified on this form are required to be submitted by the applicant and received by the Planning Division a minimum of one (1) week prior to officially scheduling a pre-application conference date/time to allow staff ample time to prepare for the meeting.

A pre-application conference can usually be scheduled within 1-2 weeks of the Planning Division's receipt of the request for either Tuesday or Thursday mornings. Pre-application conferences are one (1) hour long and are typically held between the hours of 9:00-11:00 AM.

**PRE-APPLICATION CONFERENCES MUST BE SCHEDULED IN PERSON AT THE COMMUNITY DEVELOPMENT COUNTER FROM 8:00-4:00/MONDAY-FRIDAY.**

**IF MORE THAN 4 PEOPLE ARE EXPECTED TO ATTEND THE PRE-APPLICATION CONFERENCE IN YOUR GROUP, PLEASE INFORM THE CITY IN ADVANCE SO THAT ALTERNATE ROOM ARRANGEMENTS CAN BE MADE TO ACCOMMODATE THE GROUP.**

## FOR STAFF USE ONLY

Case No.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Application Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

DATE OF PRE-APP.: \_\_\_\_\_

TIME OF PRE-APP.: \_\_\_\_\_

PRE-APP. HELD WITH: \_\_\_\_\_

Rev. 7/1/07

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## REQUIRED SUBMITTAL ELEMENTS

(Note: applications will not be accepted without the required submittal elements)

- ☐ Pre-Application Conf. Request Form
- ☐ **5 COPIES EACH OF THE FOLLOWING:**
  - ☐ Brief Description of the Proposal and any site-specific questions/issues that you would like to have staff research prior to the meeting.
  - ☐ Site Plan. The site plan must show the proposed lots and/or building layouts drawn to scale. Also, show the location of the subject property in relation to the nearest streets; and the locations of driveways on the subject property and across the street.
  - ☐ Vicinity Map.
  - ☐ The Proposed Uses.
  - ☐ Topographic Information. Include Contour Lines if Possible.
  - ☐ If the Pre-Application Conference is for a MONOPOLE project, the applicant must attach a copy of the letter and proof in the form of an affidavit of mailing, that the collocation protocol was completed (see Section 18.798.080 of the Tigard Community Development Code).
  - ☐ Filing Fee \$370.00